

Government of West Bengal  
Office of the District Magistrate & Collector, Murshidabad  
General Establishment Section

NOTICE 16 /2025-Estt.

Applications are invited from suitable retired employees on contractual basis for recruitment to the post of Retired Contractual Clerk of State Govt./Central Govt./Ex-serviceman etc. in the Office of the District Magistrate & Collector, Murshidabad and Sub-divisional Offices and Block Offices of this district.

Sl. No.	Name of the Post	No. of Vacancies
1.	Retired Contractual Clerk	14

The details of Qualification, Experience, last date of submission of application form, interview date and mode of interview required for the above posts are given in Table-I. The re-employment on contractual basis will be governed by the standard terms and conditions contained in the Finance Department No. 10935-F(P) dated 05.12.2011 duly amended time to time and as per the provisions in the Recruitment Rules. The terms and conditions of contract appointment will be as per the provisions of the Notification of the Finance Department and Recruitment Committee in this regard.

Application on contract basis should be made in the format as per Table-II. Candidates applying for appointment on contract basis may send their application along with copies of certificates in support of their educational/ professional qualifications and experience alongwith P.P.O. in a sealed envelope directly to the Office of the District Magistrate & Collector, Murshidabad, Cantonment Road, P.O. & P.S.- Berhampore, Dist. Murshidabad, Pin.-742101 (Room No. - 208).

The last date for submission of applications is 04.06.2025 up to 4:00 PM.

Encl: As stated above.

*[Signature]*  
Additional District Magistrate (General),  
Murshidabad

Memo. No. 505 /1(39)/Estt.-FN-31

Dated, Berhampore, the 19 / 05 /2025

Copy forwarded for information & taking necessary action to :

- 1-5) The Sub-Divisional Officer, Sadar / Jangipur / Lalbagh / Domkal / Kandi, Murshidabad. He is requested to inform all the BDO's and other Govt. offices under his jurisdiction.
- 6) The Nezarat Deputy Collector, Murshidabad Collectorate.
- 7) The District Information & Cultural Officer, Murshidabad with request for publication of employment notice Annexure-I (copy enclosed) in two daily newspaper 'BARTAMAN' Bengali and 'TIMES OF INDIA' English in minimum expenses column/page within 21.05.2025 positively and intimate to the undersigned alongwith paper cutting of such advertisement.
- 8-33) The Block Development Officer, (All), Murshidabad.
- 34) The D.I.O., N.I.C., Murshidabad. He is requested to circulate the same in the official website ([www.murshidabad.gov.in](http://www.murshidabad.gov.in)) time to time.
- 35) The PA to DM for kind appraisal of the District Magistrate, Murshidabad.
- 36-39) The CA to ADM(G)/ADM(D)/ADM(LR)/ADM(ZP), Murshidabad.

*[Signature]*  
Additional District Magistrate (General),  
Murshidabad

*Amal*  
*for wide publicity*  
*in website.*  
*[Signature]*

**Table-I**

Sl. No.	Name of the Post & Remuneration	Qualifications & Experience
1.	Retired Contractual Clerk (Rs. 10,000/- consolidated remuneration)	For Contractual Retired Govt. employee possessing the following qualifications and experience. (a) Knowledge in Clerical works, English drafting;

**Note 1 :** A walk-in-interview on basic knowledge in Clerical works at the Office of the District Magistrate & Collector, Murshidabad for Engagement of 14 (fourteen) Retired Employees on Contractual basis in the Murshidabad district (for a period of one year). This engagement is purely on temporary basis and renewable after one year subject to his satisfactory performance in service.

**Note 2 :** The upper age limit for retired eligible employees for engagement on contract basis should not exceed 64 years under any circumstances.

**Note 3 :** Application form should be entertained to those employees who have retired on or before 31.05.2025. Preference will be given to the applicants who are superannuated in the recent past.


**Note 4 :** Applicants should be physically fit and mentally alert, Medical Fitness Certificate from the medical practitioner is required in this regard.

**Note 5 :** Filled up Application Form will be collected at the Office of the District Magistrate, Murshidabad, General Establishment Section (Room No. - 208) from 11:00AM to 04:00 P.M. in each working days.

**Note 6 :** Last date for submission of applications is 04.06.2025 up to 4:00 P.M.

**Note 7 :** Candidates should bring original copy of PPO or Release order (in case non-receipt of PPO) from his last working place and photo Identity proof positively. Candidate should asked to keep in touch with the official website [www.murshidabad.gov.in](http://www.murshidabad.gov.in) / e-mail/ whatsapp after the last date of submission of application form on regular basis for any information circulate time to time.

**Note 8 :** The vacancy position shown is tentative. The office reserves the right to fill or not to fill any of the vacancies shown above in the Notice.

  
For District Magistrate  
Murshidabad



## Table-II

To  
The District Magistrate & Collector,  
General Establishment Section,  
Murshidabad

Affix  
Recent  
Stamp Size  
Photograph

**Sub. :** Prayer for Re-Employment to the Post of Retired Contractual Clerk in Murshidabad  
Collectorate/ Sub-Divisions/ Block offices of the District.

**Ref :** Advertisement Notice No. 16/2025 , Date 19.05.2025.

Sir,

My Bio-Data is furnished below for consideration to the post of Contractual Clerk.

1. Name of the Applicant :
2. Father's Name :
3. Permanent Address :
4. Present Address: :
5. Contact No. (Preferably WhatsApp) :
6. E-mail ID. (Mandatory) :
7. Date of Birth :
8. Age (as on 01.04.2025) :
9. Sex :
10. Educational Qualification :
11. Date of Superannuation (Attach copy of P.P.O.) :
12. Designation at the time of superannuation :
13. Experience :-
  - a) Whether any knowledge in computer : Yes / No
  - b) Mention Office name with date last attended :
14. Whether Medically fit : Yes / No

Encl: 1. Self attested copy of PPO.  
2. Self attested Aadhar Card.  
3. Self attested Edu. Qua. Certificate.

Signature of the Applicant  
Name :  
Date:

**(Application Form will be rejected, if any field is left blank and should be filled up in capital letter)**